

Job Opportunity

April 20, 2006

With CDA
it's not just
another job
it's a career!

Please refer to
CDA8 #05/06-700-001
on your application.

Applications will be
accepted until FILLED.

All applications will be
screened and only the most
qualified will be
Interviewed.

E-mail your application
and resume to:
careers@aging.ca.gov
or
for more information go online
to:
[http://www.aging.ca.gov/html/
jobs/career_opportunities.html](http://www.aging.ca.gov/html/jobs/career_opportunities.html)
or
mail your information to the
address below:

**CALIFORNIA
DEPARTMENT OF AGING
HUMAN RESOURCES**

1300 National Drive,
Ste 200
Sacramento, CA 95834

TDD 1-800-735-2929

(916) 419-7525

(916) 928-2269



**APPLY NOW
CLICK HERE!**

Executive Secretary I

Permanent Full-Time Position

Salary: \$2,822.00 - \$3,431.00

May Consider Office Technician Level

Make a difference... Join the CDA Team! Here is an opportunity for a creative, high energy person to become a part of a dynamic committed organization working with programs that serve older Californians, family caregivers and adults with disabilities.

Desirable Qualifications:

- Ability to work independently and establish good working relationships with individuals at various levels.
- Ability to take initiative and be flexible.
- Exercise good judgment on sensitive issues and maintain confidentiality.
- Ability to analyze problems, think clearly and take effective action under time constraints.
- Good organizational and communication skills (written and oral) and strong editing skills.

PROGRAM:

The Administration Division is responsible for support and operational activities including accounting, budgets, human resources, business services, contracts, information technology and audits. The Division also supports the California Commission on Aging.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

The Executive Secretary I is responsible for providing administrative assistance, office management and clerical support to Deputy Director, Administration. The Executive Secretary provides administrative assistance on a wide variety of sensitive departmental issues; performs staff support and secretarial functions; is responsible to ensure correspondence meets accepted standards; and develops administrative support policies and procedures. Under general direction, the Executive Secretary I has responsibility to perform the following duties, as assigned.

- Schedule due dates, track and monitor critical assignments and sensitive materials including control correspondence, contracts, bill analyses, reports, and projects to ensure completion by due dates; advise the Deputy Director of potential or actual delays.
- Gather and group facts and data to assist Deputy Director to respond to complex information requests from the Director's Office, control agencies, government agencies, and non-governmental organizations; compose and finalize response from general direction or rough draft.
- Act as liaison with Division and other Department staff making requests, relaying information and following up on assignments.
- Read, analyze, prioritize and circulate all incoming correspondence for the Deputy Director and Division staffs' review and action; gather and attach related correspondence and reference materials for reply.
- Maintain office-operating procedures
- Coordinate, record and report Division attendance to the Human Resources Section.
- From general direction, schedule, plan and coordinate appointments and meetings.
- Prepare agendas and collect pertinent information for meetings; ensure Deputy Director is briefed and has appropriate background materials.
- Organize and maintain paper and e-files for the Deputy Director.

The California Department of Aging is committed to providing equal opportunity to all regardless of race, color, creed, national origins, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

